



*To enhance mission performance, TSA is committed to promoting a culture founded on its values of Integrity, Innovation, and Team Spirit.*

*NOTE: Pursuant to Section 101 of the Aviation and Transportation Security Act (49 U.S.C. 114(n)), this directive and all related handbooks and attachments establish Transportation Security Administration (TSA) policy regarding permanent internal assignments and must be applied accordingly.*

**REVISION:** This revised directive supersedes TSA MD 1100.30-4, *Permanent Internal Assignments*, dated December 16, 2010.

**SUMMARY OF CHANGES:** Section 5. Responsibilities, updated to clarify human resources (HR) expectations. Section 6. Policy, updated to include new requirements for competition. Administrative changes were made throughout.

1. **PURPOSE:** This directive provides TSA policy and procedures for permanent internal assignments (i.e., appointments, promotions, reassignments, and demotions) of individuals to permanent TSA positions through internal selection procedures.
2. **SCOPE:** This directive applies to all TSA permanent internal assignments, with the exception of demotions for performance or conduct reasons, involving eligible employees as defined in Section 6.C. The directive does not apply to Transportation Security Executive Service (TSES) employees or positions.
3. **AUTHORITIES:**
  - A. The Aviation and Transportation Security Act, Pub. L. 107-71 (ATSA)
4. **DEFINITIONS:** See [TSA Handbook 1100.30-4, \*Permanent Internal Assignments\*](#).
5. **RESPONSIBILITIES:**
  - A. Selecting officials, to the extent delegated within their organizations, and given the parameters established in this directive, are responsible for:
    - (1) Determining whether permanent internal assignments will be filled competitively or non-competitively;
    - (2) Determining the method of identifying or soliciting candidates; and
    - (3) Defining the area of consideration and how the best qualified candidates will be determined when competitive procedures are used.

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- B. The Office of Human Capital (OHC), those organizations with whom TSA has contracted for HR services, and those TSA employees whose job duties include designated HR responsibilities, are responsible for:
- (1) Effecting personnel actions in accordance with this directive and any TSA Human Capital operating instructions based on this directive; and
  - (2) Notifying the Office of Chief Counsel within 15 days of employees entering or exiting a position that requires filing an OGE Form 278, *Executive Branch Personnel Public Financial Disclosure Report*, or OGE Form 450 *Confidential Financial Disclosure Report*

**6. POLICY:**

- A. TSA recruitment and selection procedures will ensure fair and open competition, fair and equitable treatment, and selection and advancement on the basis of the applicants' competencies, knowledge, skills, and abilities.
- B. The selecting official has discretion, in accordance with this directive, to determine the recruitment sources that will be used and who to select for positions within their delegated authority. The goal is to assure a sufficient number of highly qualified candidates and meaningful competition for the position(s) to be filled. Permanent internal staffing procedures may be used in conjunction with other forms of consideration and selecting officials may select from any valid source of candidates.
- C. The following employees are eligible for permanent internal assignments subject to the provisions of [TSA Handbook 1100.30-4, \*Permanent Internal Assignments\*](#):
- (1) Current, permanent employees of TSA;
  - (2) Current, permanent civilian Federal employees of other agencies;
  - (3) Current, temporary TSA employees who obtained their temporary appointment through a competitive process;
  - (4) Former, permanent civilian employees of any Federal agency which includes Executive agencies under the provisions of 5 U.S.C. § 105, the United States Postal Service, or the Postal Rate Commission;
  - (5) Former, temporary TSA employees who obtained their temporary appointment through a competitive process; and
  - (6) Current, temporary TSA employees who were appointed under a special appointing authority/program that conferred eligibility for conversion to permanent appointment, provided conversion requirements have been met.

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- D. With the exception of employees on priority placement and attorneys, any assignment to K band positions and above must be done competitively.
- E. All personnel actions for senior-level positions, except for political appointees, must be reviewed by the Executive Resources Council (ERC) before the action is effected, regardless of whether they are competitive or non-competitive. The current types of senior-level positions to which this requirement applies includes, but is not limited to: TSES, all L band and M band positions, Supervisory Air Marshals in Charge, TSA Representatives, DHS Liaisons and all Federal Security Director (FSD) positions. Questions regarding senior-level positions in need of ERC approval should be directed to the Executive Resources Division, OHC.

7. **PROCEDURES:** See [TSA Handbook 1100.30-4, \*Permanent Internal Assignments\*](#).

8. **APPROVAL AND EFFECTIVE DATE:** This policy is approved and effective the date of signature unless otherwise specified.

**APPROVAL**

*Signed*

November 8, 2017

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Karen Shelton Waters  
Assistant Administrator for Human Capital

\_\_\_\_\_  
Date

**EFFECTIVE**

November 18, 2017

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Date

Distribution: Administrator, Deputy Administrator, Assistant Administrators, Chief Counsel, Regional Directors, Federal Security Directors, Supervisory Air Marshals in Charge, Business Management Office Directors, Administrative Officers, and Human Resources Specialists

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